

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 02 FEB 04		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable) NUWC	
6. ISSUED BY Contracting Officer (Code 182) Naval Undersea Warfare Center Division Keyport 610 Dowell Street, Keyport, WA 98345-7610 PH: 360-315-2215, FAX 360-396-7036 E-MAIL: klosem@kpt.nuwc.navy.mil		CODE N00253		7. ADMINISTERED BY (If other than item 6) CODE SEE BLOCK 6			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X 9A. AMENDMENT OF SOLICITATION NO. N00253-04-Q-0025			
				X 9B. DATED (SEE ITEM 11) 13 JAN 04			
				10A. MOD. OF CONTRACT/ORDER NO.			
				10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the document; (b) By acknowledging receipt of this amendment on each copy of the offer or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN THE REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) <p>The purpose of this amendment is to revise Paragraph 13 – Product Proposals and Technical Refreshment – Product Changes of the Proposed BPA Agreement to read: "...No product/service shall be included which has not been formally added to the BPA holder's GSA FSS, determined to be within the scope of the <u>"Office Products/Supplies and Services and New Products Technology"</u> vice "Cell Phone/Wireless Services"</p> <p>This amendment also revises the paragraph regarding System Requirements on page 1 of the RFQ to delete the following bullet: "The system will limit individual orders to less than or equal to \$2,500.00 in accordance with Federal Acquisition requirements." And replace the deleted bullet with the following:</p> <ul style="list-style-type: none"> Individual orders shall not exceed \$100,000.00. <p>Copy attached hereto of direct replacement pages for the revised paragraphs.</p> <p>This amendment also extends the closing date to Wednesday, 25 Feb 04, 4:00 pm (Pacific Time) and provides questions and answers to clarify this requirement on the following pages.</p> <p>Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.</p>							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) MONIQUE A. KLOSE / CONTRACTING OFFICER			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)		_____ (Signature of Contracting Officer)		02 FEB 04			

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- Question 1:** What is the anticipated yearly volume of this contract for all of the 2,000 users and extensions?
Answer 1: The anticipated volume for this BPA is listed in the third paragraph of the BPA cover letter and in the statement of work outlined in the request for quote. We estimate approximately \$3,500.00 per month in orders with an aggregate (ceiling) value of \$1M. It should be noted that startup of the system could result in a lower volume of orders until the system is established. There is no guaranteed minimum yearly volume.
- Question 2:** What is the distribution of service to the various facilities? i.e. % of sales in our delivery zone?
Answer 2: The primary delivery zone for Intramart will be NUWC Keyport, WA and the NUWC Keyport Annex located at Subase Bangor, Silverdale, WA.
- Question 3:** Will you share with us your definition of "open market"?
Answer 3: Open Market means items that are not available under a contractor's existing GSA contract or under the applicable existing Federal Supply Schedule.
- Question 4:** Please clarify your "Fill/Kill" process. At times part of the order may experience a delay as it originates from a different facility. This may/would still, however, be one invoice. Would this be a "kill" under your definition and understanding?
Answer 4: The overall objective of this project is to develop a secure Internet-based on-line ordering system for obtaining office supplies to the Naval Undersea Warfare Center Division, Keyport. Next day delivery to the customer's desktop is the desired method of delivery. It is desired that the Contractor will maintain sufficient local inventory to provide a minimum of 98% fill rate within 24 hours for most office type supplies. The fill rate will be adjusted to account for causes beyond the control of the contractor. Supplies originating from a "Different Facility" would not be considered a cause beyond the control of the contractor.
- Question 5:** If under this BPA, a purchaser orders a printer, must we have a bundled SKU to include connection devices?
Answer 5: Under this BPA no special software or connection devices will be required other than what is normally supplied by the Manufacturer (i.e., Power cords, Driver software, etc.)
- Question 6:** What system originates the Job Order Number?
Answer 6: The Government owned procurement system – Industrial Logistics Support Management Information System (ILSMIS) will originate JON's via File Transfer Protocol (FTP). Interface with our internal procurement system (ILSMIS) is a required element of the Intramart system. The BPA contractor system should be capable of receiving standard text files via File Transfer Protocol (FTP) and validating Shop codes and Job Order Numbers (JON's) as received by ordering customers. Any system proposal not capable of interfacing with our internal system would be considered non-responsive.
- Question 7:** Under "System Requirements" you require ability to "validate job order numbers (JON)". In order to validate a JON as correct we would need to know which JONs apply to which customer. How does NUWC propose to feed these JONs to the BPA contractor? How often does the JON change?
Answer 7: We anticipate the online system will validate the JON's. The Customers will supply the JON and Shop Code when they place an order. We propose to feed the BPA contractor with a daily file of valid JON's via File Transfer Protocol (FTP). JON's will change as they expire. We will require the System to compare the supplied JON with the list of valid JON's.
- Question 8:** Does NUWC Division Keyport anticipate a requirement of Purchase Order generation under this BPA?
Answer 8: We do anticipate that we will need Purchase Order, Line, Call generation.
- Question 9:** Under "Reports/Files" you request a daily file showing "procurement requisition number, originating code, job order number...". Will the ordering personnel provide us their "procurement requisition number" and "originating code" with each order?
Answer 9: The ordering personnel will provide a Job Order Number and Shop Code with each order. We will require automatic requisition number generation by the Intramart system using a predefined block of numbers.

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Question 10:

Can you provide us a sample list of products that will most likely be required from the supplier for this BPA?

Answer 10:

We anticipate controlling the products offered by Intramart, but as a minimum a sample list of products would be:

1. Office Supplies of all kinds (i.e., Audio visual supplies & equipment, Paper, envelopes, Pens, Pencils, Markers, Calendars & Planners, Sticky notes, Labels, Desk accessories, and anything normally considered Office Supplies).
2. Office Furniture (i.e., Bookcases, Shelving, Carts, Stands, Chairs, Desks, Workstations, Tables, Office Furnishing, and File cabinets).
3. Widest possible variety of Information Technology items (i.e., Computer & peripherals, Monitors, Laptops, PDA's, Printers & supplies, Fax machines & supplies, Data storage, Software, Books, Scanners, Network Cabling & devices, Memory, Digital Cameras, and Media Projects).

13. **Product Proposals and Technical Refreshment - Product Changes.** GSA Product Proposals: The Contractor shall send electronic notification to NUWC Division Keyport of any technical refreshment to the product(s) available for ordering under this BPA at the same time the change is submitted to the GSA FSS for evaluation. Technical Refreshment: Proposed additions and substitutions shall be submitted electronically direct to NUWC Division Keyport. No product/service shall be included which has not been formally added to the BPA holder's GSA FSS, determined to be within the scope of the "Office Products/Supplies and Services and New Products Technology" and conforms to the terms and conditions of the BPA (including pricing arrangements). The BPA holder shall be responsible for:
- a. Temporary removal and suspension of orders within 24 hours for any product/service challenged by the NUWC Division Keyport Contracting Officer as nonconforming.
 - b. Immediate and permanent removal of any product determined by the Contracting Officer as nonconforming or not on the GSA FSS.
 - (1) Orders containing nonconforming items not accepted: The BPA holder shall immediately notify the customer that the item is not available for purchase.
 - (2) Orders containing nonconforming items accepted but not shipped: The BPA holder shall immediately pull the item from processing and notify the customer the item is not available.

Orders containing nonconforming items already shipped: The BPA holder shall immediately provide the order numbers, quantity, date shipped, total dollars, and the name and address of the customer to the NUWC Division Keyport Contracting Officer.

By execution hereof, the person signing for the company below certifies that he/she is duly authorized to execute this agreement on behalf of the company.

Signature/Date
(Insert Name of Individual Authorized
to Bind the Company, Including Title)

Signature/Date
Contracting Officer

The Naval Undersea Warfare Center Division Keyport intends to issue a BPA against the applicable Federal Supply Schedule (FSS) for the following requirement:

Item No.	Schedule of Supplies/Services	Qty	UI	Unit Price	Total
0001	A secure Internet-Based On-Line Ordering System with delivery, reporting and other attributes in accordance with the statement of work.	1	GP		

The applicable NAICS code for this requirement is 453210. All questions regarding this requirement should be submitted in writing as soon as practicable after receipt of solicitation. Questions may be forwarded to Monique Klose via facsimile to (360) 396-7036 or E-mail: klosem@kpt.nuwc.navy.mil. Proposals may be faxed or E-mailed to the preceding number/address. Proposals shall be submitted no later than **Wednesday, 04 Feb 04, 4:00 pm (Pacific Time)**.

The overall objective of this project is to develop a secure Internet-based on-line ordering system for obtaining office supplies to the Naval Undersea Warfare Center Division, Keyport. Next day delivery to the customer's desktop is the desired method of delivery.

Introduction

The Naval Undersea Warfare Center (NUWC), Keyport Division is issuing this document to outline preferences for obtaining office supplies utilizing an electronic commerce ordering and delivery system. The Naval Undersea Warfare Center, Keyport Division employs approximately 2,000 employees. We estimate that these personnel will generate approximately \$3,500.00 per month in orders, although actual order level will be dictated entirely by individual requirements during the period of performance. Further, we fully expect this service to be a primary source for our personnel, although it will not be a required source.

System Requirements

The Intramart system will be an on-line catalog and ordering system with delivery, reporting and other attributes as specified herein. It will operate in a secure environment via the Internet, and user access will be controlled through the assignment and validation of individual profiles and passwords. The following is an overview of the basic requirements:

- A user-friendly web enabled graphical interface that is capable of interfacing with NUWC Division Keyport's financial and ordering system. The Intramart system shall have the capability to validate Job Order Numbers (JON), and provide daily electronic file transfers and reports that include details of all purchases.
- An electronic customizable office supply catalog tailored for NUWC, Division Keyport.
- A 30-day no-questions asked return policy.
- Special discounted pricing (discounts of 25% to 75%) off the vendor's current list price for non-GSA Schedule items and also reflect pricing from the GSA Contract Schedule that will be paid/invoiced at the net cost. Prices on GSA Contract items will be governed by the terms and conditions of the GSA Contract. Non-GSA Schedule items and prices will be re-evaluated after a 3 month period with the exception of paper products.
- Individual orders shall not exceed \$100K.
- The system shall be available using a server capable of providing file encryption and limit user access by Public Key Infrastructure (PKI) certificates.

System Administration

NUWC Keyport will assign a system administrator to process user access requests and customize catalog offerings. The system will provide an easy method to customize user permissions, add and delete users, and catalog items as desired by NUWC Keyport.